TRAVELER INTEGRATED PROFILE SYSTEM TRIPS

FOR DEPARTMENT TRAVEL COORDINATORS

Version 1.02

Revision Date: 2/17/2017

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1   WEBSITE

1.1.1   Department Travel Coordinator Access

Access to the TRaveler Integrated Profile System (TRIPS) is determined by the department. Requests for Department Travel Coordinators (DTC) access must be sent by an designated Travel Coordinator or Authorized Security Contact to doa.dof.E-Travel@alaska.gov.

A DTC will primary use this system to activate traveler profiles, maintain travel arrangers, and monitor the need to add, change, or delete a travel group based on changes within the department and divisions or CTS account needs.

Employees not designated by the department to be a DTC are not given access to this system. An error advising an unauthorized attempt will occur. Designated DTC's should contact E-Travel Management if this error occurs upon login.

1.1.2   TRIPS Login

The TRIPS was built using statewide domain SOA. System users that normally login under a different domain will need to log into TRIPS using the SOA domain with their SOA login credentials.

The link to TRIPS is posted on the Division of Finance Travel Web page:
https://dof.doa.alaska.gov/TRAVPROF/HOME
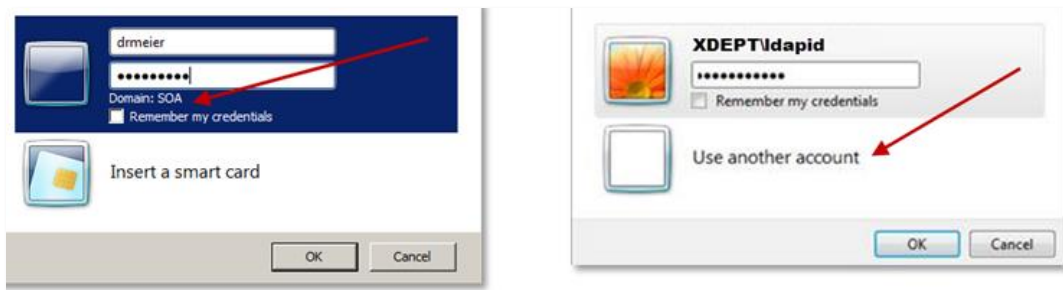
2   HOME SCREEN

Upon login the system will display the Logged in User name and department(s) the user can access in this system. The Home screen will be used as a message board to provide a DTC with special alerts and other helpful travel related resources.

The menu items "Home", "Travel Employees" and "Travel Groups" should be visible from all screens as you navigate the application. The Logout button will close the browser page.

3   TRAVEL EMPLOYEES SCREEN

The Travel Employees screen is where a DTC can search, view, add, edit, or delete traveler profiles.

The department drop-down should only allow access to the DTC department. Note: E-Travel Management will have access to all departments.

To search for a travel profile, enter the employee name or Employee ID and click the **Find by Emp** button.

The search function will display all matching results when partial information is entered. For example, if a partial name or Employee ID is entered, the grid will display employees containing that sequence.

The grid will only display employees that have a travel profile. If no results or the expected results do not display, verify the search criteria, but this indicates there is no travel profile created for the employee. (See Section 3.1 Add New).

3.1   Add New

Employees that potentially travel three or more times a year should have their own E-Travel profile, regardless if they are a state cardholder or not. Once a travel profile has been created, encourage travelers to log into E-Travel and update their Traveler Preferences there is a document available to assist E-Travel Online users. Quick Tips for Travelers: http://doa.alaska.gov/dof/travel/resource/GT_QRG_profile.pdf.

Creating a travel profile can only be done when the employee has an active Employee ID pointing to the activating department in LDAP directory.

To create the travel profile, make note of the Employee ID. Click the **Add New** button and enter employee last name, first name, or Employee ID and click the **Find Emp** button

Note: The grid will display all employees within the department that match the search criteria and do not currently have a travel profile. If the employee does not display in the grid, either the employee information entered is incorrect or the employee already has a travel profile.

Click the **Select** link next to the employee that needs a travel profile. The Travel Employee Add form will prepopulate the employees LDAP information.

1. Select the Travel Group the employee should be associated to from the drop-down menu.
2. Check the "Purchase Authority" box **ONLY** if the employee has been given authority with their department to purchase travel for themselves. *(This is the same function as the ODF Travel Indic=A).*
3. Click the **Save** button.

The system returns to the Travel Employee screen and displays the new traveler with pre-filled text. If this employee will be a travel arranger select the **Edit** button and add them as a planner to the applicable groups. (See Section 3.2 Edit).

3.2   Edit

There are several situations in which a travel profile may need to be edited. Search for the employee from the Travel Employee screen and select the **Edit** button.

Edits might be required when an employee:

1. moves to a different division within the department,
2. Purchase Authority needs to be modified,
3. has multiple state charge cards,
4. travel group changes are needed for a travel arranger.

Note: LDAP mismatch occurs. (Section 3.3 View LDAP Mismatch).

Make the applicable changes on the Edit form and click the **Save** button.

The Travel Employee Edit form provides employee LDAP information and secure group information. Greyed out fields are view only. Contact E-Travel Management if field information is incorrect.

Note: If the employee is a Shared Services travel arranger the box will be checked next to *Shared Services Planner*. This indicates the employee is a statewide travel arranger.

An employee with multiple state charge cards will trigger a notification to the DTC until the notification is suppressed on the Travel Employee Edit form. This function allows flexibility in the card data driven to online booking tool. If the employee has two separate cards, a DTC can select the card that should be in the online booking tool and suppress the notification. The card data can be changed at any time. It is an overnight process to update the booking tool. If a new travel profile is created, but the old department has not yet closed the employee card, the new department can create the travel profile with the correct department card.

To update or edit a multiple card profile, find the employee travel profile and edit.

1. Select the card from the drop-down menu that show be updated in the online booking tool,
2. Check the *SuppressAcctWarning* box,
3. Click the **Save** button.

Travel Employee Edit

Employee ID	
First Name	
Middle Name	
Last Name	
Phone	
email	
PCN	
TravelAbbr	
Division	
LDAP ID	
Travel Group	Travel Group ⌄
Purchasing Authority	☐
Shared Services Planner	☐
Account Last Four	0000 ⌄ 1
SupressAcctWarning	☐ 2
WARNING!	Employee has two card accounts
	Save Cancel

3

Can Plan For

Add New Travel Group	
(select) ⌄	Add

3.3   View LDAP Mismatch

The LDAP mismatch screen displays the values in the travel system on the left and the data in the LDAP system on the right. In the following example, the user's DIVISION has changed.

There are several situations in which the LDAP update will trigger a Notification, but the travel profile will not be updated in the online booking tool.

- If the sub-agency changes, but the high level division is the same,
- if the PCN changes while still in the same high level division.
- Other situations may be added (1/30/17)

To update an LDAP Mismatch, access the employee Edit form and click the **View Mismatch** button.

. The list defaults to the original Travel Group/Clone Info. Then click the **Accept LDAP Data Update** button.

Note: If the employee name, phone, or email changes, the change is automatically updated to travel. If the employee changes departments, they are automatically deleted as a traveler.

3.4   Delete

When an employee changes departments or leaves state service, they are automatically removed from travel groups and the travel profile is deleted. If an employee no longer travels for their job, it is important that the profile is deleted by a DTC. This ensures that E-Travel Online is secure and that other departments may add the employee in situations of a pending department change.

To delete a traveler profile, search for the employee. Click the **Delete** button and a warning message will display. Click the **Delete** button to confirm or click the **Cancel** button.

4   TRAVEL GROUPS SCREEN

4.1   Travel Group Navigation

TRIPS provides the DTC with detailed travel group data. Each Travel Group is specifically created based the division CTS, shared travel group emails, and division reporting.

When a new division or CTS is being created, the DTC must contact E-Travel Management to discuss the data elements of the new division.

The Travel Group screen provides View Only access.   Adding, Editing, or deleting profiles can only be done from the Travel Employee screen.

Some of the information on the Travel Group form will help DTC's identify with generic profiles across systems.

1. The exact user name that the travel agency needs to link unused tickets to a generic profile.
2. The last name a travel arranger will use to search for a generic travel profile in E-Travel and the rural booking tool.

5   CHANGE NOTIFICATIONS

DTC's will receive an email notification when LDAP or State card changes occur for their travelers. Some changes will require action by the DTC, other changes are simply a notification. Currently, the email is coming from E-Travel Management with the change list in the body of the email and the below change information. The email notification will change format and eventually be an attached excel report with traveler changes. If no report is received, no LDAP or card changes occurred.

- **Dept Change:** No action needed. The travel profile will be deleted.
- **Div Change or Div Sub Agency Change:** A division or sub agency change notification will reoccur until the LDAP mismatch is updated. When updating and accepting an LDAP Mismatch, you must verify the travel group by selecting from the drop down menu. If you do not select the correct group, the traveler or planner may not be associated with the correct groups in E-Travel Online.

- If the employee will no longer traveler or plan travel then delete the profile from the Travel Employee page

- If the employee will continue to travel or plan travel you will need to edit the employee form
    1. Select the **View Mismatch** button
    2. Choose the **New Travel Group** from the drop down. Verify the group, even if the employee will remain in the same group.
    3. Accept LDAP Data Update

- **Emp card added:** No action needed. The One Card will become the default card in E-Travel.
- **Employee card dropped:** No action needed. The CTS will become the default card in E-Travel.
- **Emp has multiple cards:** Verify the card on the Edit page and select the appropriate account then click Save. Check the Suppress Warning box to stop this notification and click Save. Contact E-Travel if there should only be one card for the employee.
- **Employee Dropped:** No action needed. The employee is inactive and the travel profile will be deleted.
- **Name Change:** No action needed.
- **PCN Change**: A PCN change is a one-time notification. Verify if the PCN will continue to travel or plan and take the appropriate action.